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Memorandum

TO : Director of Training

DATE: 27 April 1965

FROM : Chief, Language Training School

SUBJECT: Bi-Weekly Activities Report No. 9

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

25X1A 1. [REDACTED] met with [REDACTED], DC/FE, to discuss 25X1A
the situation of 3 FE Chinese language students [REDACTED] 25X1A
25X1A urged [REDACTED] to reconsider the policy of placing FE Chinese
25X1A students at [REDACTED] for their basic training. [REDACTED] agreed to 25X1A
look into the situation and contact us during the week of 26 April.

25X1A 2. [REDACTED], DTR at
25X1A NSA concerning our possible use of one of their training sites.
[REDACTED] promises an early decision on our request, but so
far no decision has been communicated to us.

3. What should be a significant step forward in building maintenance, the Office of Security has agreed to a change in clearance procedures for char force personnel employed by Arlington Towers. They have agreed to give 24-hour service on new char force employees and to permit the char force supervisor to act as an escort while the men are working in the building. This should greatly increase the capability of the char force to keep the building reasonably clean.

4. Parking permits for Arlington Towers are being issued this week to staff and students. The police are leaving the issuance of the permits to LTS with the understanding that we will issue only to staff and students. We have had several inquiries from Key Building personnel asking about the possibility of their getting permits. All have been refused since it would violate our agreement with the police and may jeopardize our own parking privileges.

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: 2012
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REVIEWER: 606199

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5. [REDACTED] has acquired a 5000 gallon water tank which he proposes to install [REDACTED] to provide an emergency water supply for firefighting purposes. The fire hazards have been and continue to be of concern due to the lack of adequate water for such emergencies. 5000 gallons certainly wouldn't last long but it should be better than none.

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6. [REDACTED] is on sick leave as the result of an accident at home last week. He is recuperating satisfactorily from deep cuts on a leg and hand and will probably return to work next week.

7. One of the two Portuguese instructors is on sick leave for the entire week. The remaining instructor is therefore coping with the one PT and two FT classes.

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8. With the preparation and recording of materials for the last 10 chapters (16-25) of the Basic French course in the final stages, we will be using these chapters in the classroom today for the first time. [REDACTED] is assembling the material at home as he recuperates!

9. A request has been received from the [REDACTED] for training of one Soviet Affairs analyst in Advanced Russian.

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10. Another group of 5 SR employees has been given special proficiency testing. The examination panel consisted of [REDACTED] (former SR case officer now with OT), and [REDACTED]. As pointed out previously, Deputy Chief of SR desires detailed discussion of language performance in addition to the ordinary letter ratings reported in the Agency proficiency tests.

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11. During the past few weeks LTS has started classes and received requests for instruction in three of the Scandinavian languages. Beginners classes have been started for 5 students in Swedish and 2 students in Norwegian and a request has also been received for instruction in Icelandic. This is a considerable upsurge of activity in languages where we have had a dearth of requirements during the past 5 years.

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12. We have just recruited another Greek tutor, [REDACTED], who will help [REDACTED] with their heavy load in Greek classes and tutorials. This will also permit [REDACTED] to devote most of his time to teaching Turkish where we have had another increase in requirements.

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13. [REDACTED], under [REDACTED] supervision, has completed editing the Swedish Basic Spoken course. 50 copies of this course have just been reproduced.

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W 14. The use of the language labs continues high with Headquarters logging 827 hours and Arlington Towers 1818 hours for the four-week period ending 16 April 1965.

Before Hours totaled	172
After Hours totaled	276
Sat. & Sun. in Arl.	
Towers totaled	106

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